



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Mechanic I

Posting Number

PN# 103436

Department

SOLID WASTE MANAGEMENT

Division

MAINTENANCE

Section

NA

Reporting Location

VARIOUS

Workdays & Hours

M– F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs general and preventive maintenance and body repair to City Vehicles. All assignments are presented with detail instructions before beginning the project. Repairs and replaces defective and worn parts in City vehicles, i.e.: starters, alternators, brakes, batteries, belts, hoses and tires. Performs minor electrical work. Performs preventive maintenance functions including replacing oil and oil filters and performing tune-ups to engines. Performs simple bodywork and paints damaged sections of the automobile. Cleans and maintains equipment and shop tools. Performs housekeeping duties. Assists with various projects as requested. **MUST FURNISH OWN TOOLS.**

WORKING CONDITIONS

There is routine exposure to significant levels of heat, cold moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts bruises and minor burns.

MINIMUM EDUCATIONAL REQUIREMENTS

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of automotive maintenance and repair experience is required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid class A or B Commercial Drivers License (CDL) and comply with the City of Houston's policy on driving. (AP2-2)

PREFERENCES

Preferences will be given to applicants with Class A or B CDLs. Applicants that do not have CDLs will be considered with the stipulations that a Class A or B License will be acquired within 6 months.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ♦ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 11
\$755.00 - \$1007 Biweekly \$19,630 - \$26,182 Annually

OPENING DATE

March 16, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer